

Retention and Classification Report

Agency: Clearfield (Utah). Administration Division (3075)

55 S. State Street
Clearfield, UT 84015
801 525 2700

Records Officer

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AGENCY: Clearfield (Utah). Administration Division

SERIES: 25678

3

TITLE: Applicant ID records

DATES: unknown

ARRANGEMENT: Alphabetical by job title

DESCRIPTION:

The purpose of this form is to provide Clearfield City Corporation with the necessary information for its Affirmative Action Program, referral, sex, ethnic origin, and disabilities. The information will be kept in a confidential file separate from the application.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 35.

AUTHORIZED: 01/28/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23177

3

TITLE: Computer work order log

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

AUTHORIZED: 09/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23177

TITLE: Computer work order log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23178

3

TITLE: Computer work orders

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

AUTHORIZED: 09/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23178

TITLE: Computer work orders

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23187

3

TITLE: Employee training files

DATES: 1970-

ARRANGEMENT: Alphabetical by last name, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 18.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23187

TITLE: Employee training files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23188

3

TITLE: Employment applications (not hired)

DATES: 1970-

ARRANGEMENT: Chronological by year, thereunder alphabetical by position applied for

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain 2 years after application deadline.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after application deadline and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23188

TITLE: Employment applications (not hired)

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25723

3

TITLE: Equal Employment Opportunity Program files

DATES: 1995-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 22.

AUTHORIZED: 02/22/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25723

TITLE: Equal Employment Opportunity Program files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25724

3

TITLE: Equal Employment Opportunity Reports

DATES: unknown

ARRANGEMENT: Chronological by every other year

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are required to be filed with the Equal Employment Opportunity Commission in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). They include statistical information on employees hired, rehired, and terminated. They are filed with the EEOC every other year.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 35.

AUTHORIZED: 02/22/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25724

TITLE: Equal Employment Opportunity Reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26367

3

TITLE: Evaluations

DATES: unk

ARRANGEMENT: Alphabetical by name, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 27.

AUTHORIZED: 11/08/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after (in personnel folder) and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23186

3

TITLE: Garnishment records

DATES: 1970-

ARRANGEMENT: Chronological by year, thereunder alphabetical by last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain 3 years after end of garnishment.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of garnishment and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23186

TITLE: Garnishment records

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(f)(2008); UCA 63G-2-302 (2)(b)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26144

3

TITLE: ICMA and URS records

DATES: 1980-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and register control documents relating to an employee's retirement. They also include 401 account records and reports.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26144

TITLE: ICMA and URS records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23185

3

TITLE: Insurance deduction files

DATES: 1970-

ARRANGEMENT: Chronological by year, thereunder alphabetical by vendor name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23185

TITLE: Insurance deduction files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25677

3

TITLE: JOB POSTINGS

DATES: UNKNOWN

ARRANGEMENT: Alphabetical by job title

ANNUAL ACCUMULATION:

DESCRIPTION:

THESE FILES CONTAIN EACH JOB OPENING WITH OPENING AND CLOSING DATES, WAGE INFORMATION, JOB REQUIREMENTS, AND JOB RESPONSIBILITIES.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until Administrative need ends and then destroy.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23191

3

TITLE: Leave data files

DATES: 1970-

ARRANGEMENT: Numerical by department code, thereunder alphabetical by employee name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain compilations of leave earned and taken.
Includes the annual leave compilation card.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23191

TITLE: Leave data files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(2008).

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26145 3

TITLE: Payables

DATES: 1980-

ARRANGEMENT: Chronological by year, thereunder Alphabetical by vendor name.

ANNUAL ACCUMULATION:

DESCRIPTION:

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of other miscellaneous deductions.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26145

TITLE: Payables

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23194

3

TITLE: Payroll register

DATES: 1970-

ARRANGEMENT: Chronological by year, thereunder chronological by pay period

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 31.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy provided employee earning file is transferred to personnel file.

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23194

TITLE: Payroll register

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(2008).

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23182

3

TITLE: Personnel files

DATES: 1970-

ARRANGEMENT: Separated by current and terminated status, thereunder alphabetical by last name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files are the official employment files for municipal employees. They contain the employee's complete work history (excluding psychological information), which includes the following: employment application, employment eligibility certification records, Form I-9 and other documents required by the U.S. Citizenship and Immigration Services, overtime agreements, personnel actions, letters of appreciation or commendation, separation and leave without pay records, employee benefit notification forms, retirement accounts information, copies of transcripts, training certifications, and copies of any other documents that may affect the employee's salary.

RETENTION:

Retain 65 years after date of employment

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment and then destroy.

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23182

TITLE: Personnel files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(f)(2008); UCA 63G-2-302 (2)(a)(2008)

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23184

3

TITLE: Personnel requisition and analysis files

DATES: 1970-

ARRANGEMENT: Chronological by year, thereunder alphabetical by position

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 28.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23184

TITLE: Personnel requisition and analysis files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23176

3

TITLE: Position description files

DATES: 1995-

ARRANGEMENT: by department

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain 5 years after position is abolished or description is superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 13.

AUTHORIZED: 09/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after position is abolished or description is superseded and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23176

TITLE: Position description files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25721

3

TITLE: Pre-Employment tests

DATES: unknown

ARRANGEMENT: Alphabetical by job title, thereunder chronological by date of opening

ANNUAL ACCUMULATION:

DESCRIPTION:

These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and scores.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 38.

AUTHORIZED: 02/22/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25721

TITLE: Pre-Employment tests

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23183

3

TITLE: Pre-employment health records

DATES: 1970-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories. For pre-employment drug tests both positive and negative see Municipal General Schedule section 9 item 41 and 42.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 37.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years and then destroy.

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23183

TITLE: Pre-employment health records

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(b)(2008)

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23189

3

TITLE: Quarterly wage list reports

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 29.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23189

TITLE: Quarterly wage list reports

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26449

3

TITLE: Random drug testing documentation

DATES: 2007-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

DESCRIPTION:

Started Random Drug testing in addition to pre-employment and post-accident screening. Third party company to choose and administer the random testing. According to the City Policy manual these record must be kept for 2 years. (Not drug test results - see UT state series 9-41 and 9-42). List of employee names, documents relating to the random selection process, documentation and agenda of training provided to supervisors to make a determination concerning the need for alcohol and/or drug testing based on reasonable suspicion.

RETENTION:

Retain 1 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 42.

AUTHORIZED: 01/31/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26449

TITLE: Random drug testing documentation

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled

AGENCY: Clearfield (Utah). Administration Division

SERIES: 24685

3

TITLE: RDA Real Estate Acquisition Files

DATES: 1990-

ARRANGEMENT: Chronological by year, thereunder alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

see page 101 for description

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 13.

AUTHORIZED: 12/13/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

APPRAISAL:

Administrative
Adminisrative

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Clearfield (Utah). Administration Division

SERIES: 24810

3

TITLE: Real estate acquisition files

DATES: 1990-

ARRANGEMENT: Chronological by year, therunder alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 13.

AUTHORIZED: 12/31/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23190

3

TITLE: Salary surveys

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 40.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23190

TITLE: Salary surveys

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23193

3

TITLE: Taxable wage earning reports

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23193

TITLE: Taxable wage earning reports

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23192

3

TITLE: Time sheets

DATES: 1970-

ARRANGEMENT: Numerical by department code, thereunder alphabetical by last name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23192

TITLE: Time sheets

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23175

3

TITLE: Workers' Compensation claim files

DATES: 1995-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.

RETENTION:

Retain 75 years after final settlement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 75 years after final settlement and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23175

TITLE: Workers' Compensation claim files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (3)(b)(ii)(2008); UCA 63G-2-302 (1)(f)(2008)